

Message Text

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ORIGIN SS-15

INFO OCT-01 CCO-00 SSO-00 ISO-00 NSCE-00 A-01 OPR-01 /018 R

DRAFTED BY S/S-EX:JBMORAN:MKWM

APPROVED BY S/S-EX:JBMORAN

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FM SECSTATE WASHDC

TO AMEMBASSY JIDDA IMMEDIATE

INFO AMEMBASSY LONDON IMMEDIATE

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TOSEC 50

E.O. 11652: N/A

SUBJECT: SECVISIT - FUNDING

FOR WARREN LITTREL

1. APPROPRIATION 1950522; ALLOTMENT 5K-1001-7: CHARGE
THE FOLLOWING, AND ONLY THE FOLLOWING, TO THIS ALLOTMENT:

A. ALL COSTS FOR LODGING, MEALS AND INCIDENTALS FOR THE
SECRETARY, AND FOR ANY OTHER PARTY MEMBER SPECIFICALLY
AUTHORIZED BY SUBSEQUENT MESSAGE(S).

B. REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

C. COST OF MEALS FOR LOCALS AND MARINE SECURITY GUARDS
WORKING IN SUPPORT OF THE VISIT WHO MUST WORK SHIFTS IN
EXCESS OF EIGHT HOURS. SPECIAL ARRANGEMENTS SHOULD BE
MADE WITH HOTEL SO THAT THESE COSTS DO NOT APPEAR ON
CONTROL ROOM BILL.

D. VOUCHERING INSTRUCTIONS: VOUCHERS FOR EXPENSES
CHARGED TO THIS ALLOTMENT SHOULD BE CLASSIFIED, "LIMITED
OFFICIAL USE - PURSUANT TO 31 USC, SECTION 105-RS291".

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IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDI-

TURES UNDER FS-477 PROCEDURES, ONE COPY EACH OF THE

VOUCHER AND SUPPORTING DOCUMENTS AND RECEIPTED BILLS
SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

2. APPROPRIATION 1950113; ALLOTMENT 1001; OBLIGATION
502379; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR
STATE, REPEAT STATE, PERSONNEL ACCOMPANYING THE SECRE-
TARY, MEMBERS OF SECRETARIAT AND SY ADVANCE TEAMS SHOULD
BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT
EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY OR
SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE
PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE
FOR SETTling WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL
ROOMS ETC. INSTRUCT HOTEL MANAGEMENT NOT REPEAT NOT TO
ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

C. COST OF HOTEL ROOMS USED BY SY AGENTS FOR OFFICIAL
PURPOSES AND FOR CAR RENTALS WHEN AUTHORIZED BY THE
SENIOR MEMBER OF THE SY ADVANCE TEAM.

D. VOUCHERING INSTRUCTIONS: COPIES OF ALL OBLIGATING
DOCUMENTS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD
BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

3. APPROPRIATION 1950113; ALLOTMENT 2034: THE FOLLOWING
EXPENSES INCURRED FOR US SECRET SERVICE (USSS), NATIONAL
SECURITY COUNCIL (NSC) AND WHITE HOUSE COMMUNICATIONS
AGENCY (WHCA) PERSONNEL BOTH ACCOMPANYING SECRETARY OR
MEMBERS OF ADVANCE TEAMS, SHOULD BE CHARGED TO THIS
ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS INCLUDING TAXES BUT EXCLU-
SIVE OF RESTAURANT, LAUNDRY ETC., CHARGES WHICH ARE FOR
THE PERSONAL ACCOUNT OF THE OCCUPANT.

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B. COST OF HOTEL ROOMS USED BY THE USSS AND WHCA FOR
OFFICIAL PURPOSES AND FOR CAR RENTALS WHEN AUTHORIZED BY
THE SENIOR USSS/WHCA REPRESENTATIVES.

C. FOR ALL CHARGES AGAINST THIS ALLOTMENT SEPARATE,
REPEAT SEPARATE, FS-477'S FOR NSC, USSS AND WHCA WITH
SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE
FORWARDED TO THE DEPARTMENT, ATTN: BF/FS, MR. KEN DAY.

4. PRESS: MEMBERS OF THE PRESS ACCOMPANYING THE SECRETARY ARE INDIVIDUALLY RESPONSIBLE FOR PAYING HOTEL BILLS.

5. AIRCRAFT CREW: CREW MEMBERS FROM THE SECRETARY'S AIRCRAFT AND CREW MEMBERS OF ANY OTHER AIRCRAFT USED IN SUPPORT OF THE VISIT ARE INDIVIDUALLY RESPONSIBLE FOR PAYING HOTEL BILLS.

6. OTHER EXPENSES:

A. ALL THE COSTS FOR TDY PERSONNEL USED IN SUPPORT OF THE VISIT WILL BE BORNE BY THE REGIONAL BUREAU.

B. EXPENSES INCURRED FOR (I) AMERICAN AND FSL OVERTIME; (II) VEHICLE RENTALS; (III) EQUIPMENT RENTALS; (IV) PRINTING; (V) SUPPLIES; AND (VI) REPRESENTATION FUNCTIONS HOSTED BY EMBASSY OFFICERS IN HONOR OF THE SECRETARY AND PARTY ARE ALL CHARGEABLE TO THE POST'S ALLOTMENTS.

7. POST SHOULD COORDINATE WITH HOTEL ON BILLING PROCEDURES. INSURE ROOMS ONLY ARE ON OFFICIAL ACCOUNTS. PERSONAL CHARGES ARE RESPONSIBILITY OF OCCUPANT. SUGGEST SEPARATE BILLS.

8. ADMINISTRATIVE OFFICER ACCOMPANYING PARTY AUTHORIZED MAKE DETERMINATION AND INCUR ADDITIONAL CHARGES TO ACCOUNTS AS NECESSARY.

9. ANY QUESTIONS REGARDING FUNDING OF THE VISIT SHOULD BE DIRECTED TO S/S-EX OR DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY. INGERSOLL

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Margaret P. Grafeld
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